

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: AR 560 09/01/93 AR 561 09/01/93
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 560 CENTRAL AND INSTITUTIONAL RECORD FILES	EFFECTIVE DATE: 09/09/02

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	<u>MANDATORY REVIEW DATE</u>	<u>09/09/03</u>

PURPOSE

To set forth guidelines for the maintenance, storage, and use of inmate files by the Department of Corrections.

AUTHORITY

NRS 209.351

RESPONSIBILITY

The Offender Management Administrator (OMA) is responsible for Central Files. Daily operational authority may be delegated to the Correctional Case Records Manager (CCRM).

Wardens or Facility Managers are the legal custodians of institutional inmate records. Supervision of the records process may be delegated to Associate Wardens, and daily operational authority may be delegated to records office staff.

The Offender Management Division (OMD) will maintain confidentiality of the Criminal History Records Information (CHRI).

DEFINITIONS

CENTRAL FILE (C-FILE)- The central file is a partial compilation of criminal records, documents, and records of correctional supervision maintained by the OMD for the purpose of sentence management, detainers, classification, and for use in management information and statistics.

CORRECTIONAL CASE RECORDS MANAGER (CCRM) - The employee responsible for the maintenance of records pertaining to the convictions, sentences, and time credit records of all inmates in the custody of the NDOC.

CRIMINAL HISTORY RECORDS INFORMATION (CHRI)- These records contain data collected by criminal justice agencies on adult individuals, consisting of a description and notations of arrests, detentions, formal criminal charges, and dispositions.

INACTIVE FILE- Institutional and Central Files for inmates that have been released from prison custody.

INSTITUTIONAL FILE (I-FILE)- The institutional file is a compilation of criminal records, documents, and records of correctional supervision concerning individual inmates. This complete record is maintained at the institution where the inmate is housed.

APPLICABILITY

This regulation applies to all staff using institutional or central files.

PROCEDURES

560.01 PURPOSE OF FILES

1.1 The Department maintains two inmate records files;

1.1.1. The Central File (C-File) is to record and maintain matters concerning the inmate's legal status including commitment information, release computation, detainers, classification, management information system, statistics, and planning.

1.1.2 The Institutional File (I-File) contains copies of documents located in the C-file with regard to the inmate's legal status as well as information and documents derived from institutional activities to include disciplinary, work, and progress reports, program achievements, Parole Board actions, and inmate correspondence.

1.2 Institutions should use the Institutional File to respond to requests for inmate information.

1.3 All requests for information other than questions related to holds, detainers and victim information, which will be referred to the Offender Management Division, should be handled at the lowest level where the information exists adhering to the requirements of AR 569 for confidentiality.

560.02 FILE DEVELOPMENT

1.1 The Department's intake units initially develop Institutional and Central Files.

1.2 The original Judgements of Conviction, Orders Revoking Probation, Violation Reports, and Pre-Sentence Investigations (PSI) shall be placed in the C-File.

1.3 Copies of these documents and personal identification cards are to be placed in the I-File at the time of its initial development.

1.4 Five (5) mug shot photographs or photo sheets are to be placed in each C-File and I-File at the time of their initial development.

1.5 Staff is to place any above listed documents received after the files have been compiled, to include the intake summary, in the I-File and send the original to OMD for inclusion in the C-File.

1.6 Intake units are required to complete three fingerprint cards at the time of intake processing.

- One is placed in the I-File,
- One is placed in the C-File, and
- One is sent to the Nevada Criminal History Repository.

560.03 FILE MAINTENANCE

1.1 The OMD will store and maintain the C-File in order to facilitate the monitoring of legal status changes, detainers, classification, and for use in management and statistical analysis.

1.2 Each institution should store and maintain a complete set of inmate-record files to facilitate timely access by staff to file information. Access to that information should be on a need-to-know basis.

1.3 Institutions and facilities and the OMD are accountable for controlling access to all inmate records.

1.3.1 A designated institutional employee will maintain a record log on all files retrieved from storage and taken outside the institution. This record control log will contain at least the following:

- Name of person taking file,
- Agency or organization where the person works,
- Date the file was taken, and
- Date the file was returned.

1.3.2 Check out cards should be used when files are removed from storage for daily or long-term use. Institutional/facility procedures will also comply with this process.

1.4 Only members of the Attorney General's staff or Governor's office are allowed to remove files from the institution. The Director or the Offender Management Administrator must directly approve all other persons.

1.5 All records removed from the record storage area, but used within the institution or facility, should be returned to the record storage area at the close of conventional business hours each day.

1.5.1 This is done, so that custody staff may locate inmate files in case of an emergency after hours.

1.5.2 Inmate files are not to be retained in caseworker or clerical work areas after close of the business day.

1.6 Under no circumstances:

1.6.1 Will inmates be allowed access to the record storage area or to the clerical work area without direct and constant staff supervision.

1.6.2 Will inmate files, which have been removed from the record storage area, be left unattended where inmates would have access to them.

1.6.3 Will an inmate be allowed to file any institutional records?

560.04 RECORDS TRANSFER

1.1 All institutional records, including I-File, property, visiting, and medical files, will be updated and transferred simultaneously when the inmate is moved between Department of Corrections institutions or facilities. **(3-4093)**

- In emergency circumstances I-Files will be transported in seventy-two (72) hours.

1.2 When an inmate is released or permanently transferred to another jurisdiction, the I-File, property file, and visiting file will be transferred to Central Office for storage no later than 30 days after the date of release.

1.3 Inactive files will be combined and initially maintained in a centralized location within the Offender Management Division.

1.4 In order to fill requests for records and copies of documents, discharged file records, along with visiting and property cards, will remain in this centralized location for approximately 2 years before transferring to State Records for long term storage according to the records retention and disposition schedule.

1.5 File records for those inmates on parole will remain in the Central location until discharged or reactivated pursuant to parole violation. Once discharged, file transfer will follow the schedule noted in 1.4. **(3-4092)**

560.05 ELECTRONIC FILES

1.1 The Offender Management Administrator is authorized to develop a system for the digital electronic storage of documents. Each institution contributes to, has access to, and uses an organized system of information storage, retrieval, and review.

1.2 The Nevada Criminal Information System (NCIS) is part of an overall research and decision-making capacity relating to both inmate and operational needs. **(3-4097)**

1.3 This system may be used for storage of any documents or correspondence authorized for retention in the Central File.

1.4 This system of storage may be used in place of the Central File.

REFERENCES

ACA 3-4092
ACA 3-4093
ACA 3-4097

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.